



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P. O. BOX 119
HONOLULU, HAWAII 96810-0119

JAN 28 1992

COMPTROLLER'S MEMORANDUM NO. 1992-6

TO: Heads of Departments

ATTN: Administrative and Fiscal Offices

FROM: Russel S. Nagata, Comptroller

SUBJECT: Revised Payroll Notice Input Form, SAFORM D-99

This is to inform departments that a revised Payroll Notice Input Form, SAFORM D-99 will be implemented on March 1, 1992. The new form is available from DAGS' Pre-Audit Branch currently. The old form may be used only for payroll notices up until March 31, 1992. For any payroll notices after that date, use of the new form is required.

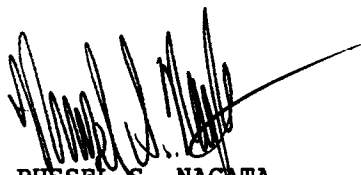
Attached for your information is a sample copy of the revised form with the significant changes described below:

- ① Change the instructions to reflect the following:
 - a. State the requirement that the original SAFORM D-99 must be submitted to Central Payroll.
 - b. State the requirement that the payroll date of the notice must be reflected on the bottom line.
- ② Change the approval block to reflect the following:
 - a. Omit space for the Comptroller's approval, since the Comptroller's approval of reservation of the payroll date for the notice must have been obtained before this form is submitted.
 - b. Include space for the Governor's approval, since there has been a need to have such approval directly on the notice to ensure approval of the exact message to be entered in the payroll system.

Heads of Departments
Memo 1992-6
Page 2

③ Change date of form to March 1, 1992 (REVISED).

Should there be any questions regarding this memorandum, your staff may call Ms. Dona Kang of our Systems Accounting Branch staff at 586-0610.



RUSSEL S. NAGATA
Comptroller

Attachment

STATE OF HAWAII

FOR PAYROLL DATE:

3 1/3"

INSTRUCTIONS:
The original of this form must be submitted to Central Payroll after written confirmation by the Comptroller of the reserved payroll date. Print or type payroll notice in the above section in the exact format desired for printing, including spacing and vertical and horizontal alignment. The payroll date must be entered on line 16, beginning at the left margin.

DATE _____

FOR CENTRAL PAYROLL USE

GOVERNOR'S APPROVAL (if message is a Governor's message):

REVIEWED/APPROVED BY: _____

INPUT DATE: _____

PROCESSING DATE: _____

GOVERNOR

DATE _____